

**COEUR D' ALENE TRIBE DEPARTMENT OF EDUCATION  
STUDENT RESPONSIBILITIES INTAKE FORM**

**YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

- Apply to the Department of Education for funding before the specified deadline.
- 2. Submit copies of grade reports to the Department of Education at the mid-term and at the end of each quarter or semester.
- 3. To pay room and board, transportation, and other educational expenses with funds received from the Coeur d' Alene Tribe Department of Education. If funding for tuition, books, and supplies are approved from the Tribe, purchase orders will be forwarded directly to your college.
- 4. Notify the Department of Education within ten (10) school days, in writing, if you withdraw from a class or program.
- 5. Maintain a cumulative grade point average in accordance with the requirements of your respective college to remain in "good standing".
- 6. Maintain full-time status during each quarter or semester you are enrolled in school.
- 7. Notify the Department of Education of **any changes** in financial aid for the entire school year.
- 8. Complete degree or certificate within the allowed time frame:  
Vocational degree – 5 semesters or seven quarters  
Baccalaureate degree – 10 semesters or 15 quarters.
- 9. Submit current address to the Department of Education within 15 days of address change.

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STUDENT NAME (PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED OFFICIAL (PRINT)

\_\_\_\_\_  
AUTHORIZED OFFICIAL

\_\_\_\_\_  
DATE